

**Order Form**    **Request for Quote**

**For Orders, list the items and add shipping charges (and sales tax, if applicable) to calculate your total.**

**For Request for Quote, list the items and follow the instructions on page 2 of the form.**

Please print in block letters when completing your order form.

ITEM NUMBER	ITEM	QUANTITY	UNIT PRICE	TOTAL
Subtotal				\$
Sales Tax (DC residents add 5.75% and MD residents must add 6.00% of subtotal)				\$
Shipping Charges (See shipping information on pages 3 and 4)				\$
<b>TOTAL</b>				\$

### Select Method of Payment

**Check or money order**

Mail your check or money order with your completed order form to:

Center for Applied Linguistics  
P.O. Box 591  
Annapolis Junction, MD 20701-0591

**Credit Card:**

MasterCard    VISA    Discover    American Express

*You can easily and safely use your credit card to make purchases through our online store at [calstore.cal.org](http://calstore.cal.org).*

To use the order form to make a credit card purchase, complete and

FAX: 1.800.869.2870

MAIL: Center for Applied Linguistics  
P.O. Box 591  
Annapolis Junction, MD 20701-0591

Credit card number

Expiration date

Cardholder's signature

Security code from credit card

SHIPPING ADDRESS	BILLING ADDRESS (IF DIFFERENT)
Name	Name
Address	Address
Phone	Phone
Email/Login	Email/Login

**THANK YOU FOR YOUR ORDER!**



[calstore.cal.org](http://calstore.cal.org)

**QUESTIONS ABOUT YOUR ORDER? CALL 1.855.543.9461 TOLL-FREE ■ M-F ■ 8:30 am - 5 pm EASTERN TIME**



Visit our online store 24 hours a day, 7 days a week, and browse our complete collection of publications, assessments, and other resources designed to meet your needs.

## Choose the payment option that works best for you

### Credit Card

Visit our online store  
[calstore.cal.org](http://calstore.cal.org)

### Purchase Order

Fax your signed purchase order  
1.800.869.2870 (toll free)

### Check or Money Order

Download an order form at the CAL Store and mail to the address shown below.  
Center for Applied Linguistics  
P.O. Box 591  
Annapolis Junction, MD 20701-0591

## Credit Cards

CAL accepts the following credit cards through our online store:



## Purchase Orders

Prior to filling your order, the CAL Store must receive a purchase order on your organization's letterhead signed by an individual authorized to commit funds on behalf of your organization. Please ensure that your purchase order includes the correct CAL Store delivery charges and sales tax (if applicable).

Signed purchase orders should be sent via fax to 1.800.869.2870 (toll free).

## Request for Quote

If you require a quote to generate a purchase order, please print and complete this form, checking the Request for Quote box on the front. Be sure to include the billing and shipping address, the product ID, and the quantity of each product requested. You will not need to enter any payment information at this time. Check the **"Request for Quote box"** at the top of the form and fax it to **1.800.869.2870** (toll free). We will send you a quote via email within 2 business days to submit to your purchasing department.

## Delivery Charges

Refer to the charts provided within this form for shipping charges to the United States and U.S. Territories, to Canada and to international addresses.

If your order requires expedited shipping or is outside the pricing limits of the charts provided, please email [calstore@brightkey.net](mailto:calstore@brightkey.net) or call us toll-free at **1.855.543.9461** (M-F, 8:30am - 5pm ET) to request a quote for delivery charges.

## Sales Tax and Tax-Exempt Institutions

If your billing address is in the District of Columbia or Maryland, the CAL Store online shopping cart will automatically calculate sales tax on your order. Residents of all other states will not be charged sales tax.

If you are a tax-exempt institution in the District of Columbia or Maryland, you will need to place your order by fax and include documentation of your tax-exempt status in order to avoid being charged sales tax.

## Returns Policy

While all sales through the CAL Store are final, customer satisfaction is very important to us. If there is a problem with your order, please contact us immediately and we will do our best to resolve any issues you may have.

## Questions about your order?

Call the CAL Store for questions about your order 1.855.543.9461 (toll free)  
Monday – Friday ■ 8:30 a.m. – 5:00 p.m.  
Eastern Time

## Shipping – United States and U.S. Territories

CAL charges a single flat fee based on the subtotal of your order, the destination, and level of service for each shipment. The CAL Store shopping cart automatically calculates shipping rates for addresses.

The table below can be used to calculate shipping costs for ground service within the United States and U.S. Territories for use with this Order/Request for Quote Form. Please email the CAL Store for shipping costs if your order exceeds \$5,000– or if you need expedited delivery.

<b>UNITED STATES AND U.S. TERRITORIES: GROUND SERVICE</b>	
<b>ORDER SUBTOTAL</b>	<b>SHIPPING CHARGE</b>
<b>Up to \$29.99</b>	<b>\$8.00</b>
<b>\$30.00-\$49.99</b>	<b>\$10.00</b>
<b>\$50.00-\$99.99</b>	<b>\$15.00</b>
<b>\$100.00-\$149.99</b>	<b>\$20.00</b>
<b>\$150.00-\$199.99</b>	<b>\$25.00</b>
<b>\$200.00-\$299.99</b>	<b>\$35.00</b>
<b>\$300.00-\$499.99</b>	<b>\$45.00</b>
<b>\$500.00-\$699.99</b>	<b>\$65.00</b>
<b>\$700.00-\$999.99</b>	<b>\$85.00</b>
<b>\$1,000.00-\$1,999.99</b>	<b>\$150.00</b>
<b>\$2,000.00-\$2,999.99</b>	<b>\$250.00</b>
<b>\$3,000.00-\$4,999.99</b>	<b>\$400.00</b>
<b>\$5000 and over</b>	<b>Contact CAL Store for quote</b>
<b>Expedited Shipping</b>	<b>Contact CAL Store for quote</b>

## Shipping – Canada

<b>CANADA: GROUND SERVICE</b>	
<b>ORDER SUBTOTAL</b>	<b>SHIPPING CHARGE</b>
<b>Up to \$29.99</b>	<b>\$25.00</b>
<b>\$30.00-\$49.99</b>	<b>\$35.00</b>
<b>\$50.00-\$99.99</b>	<b>\$40.00</b>
<b>\$100.00-\$149.99</b>	<b>\$50.00</b>
<b>\$150.00-\$199.99</b>	<b>\$60.00</b>
<b>\$200.00-\$299.99</b>	<b>\$70.00</b>
<b>\$300.00-\$499.99</b>	<b>\$90.00</b>
<b>\$500.00-\$699.99</b>	<b>\$150.00</b>
<b>\$700.00-\$999.99</b>	<b>\$200.00</b>
<b>\$1,000.00-\$1,999.99</b>	<b>\$300.00</b>
<b>\$2,000.00-\$2,999.99</b>	<b>\$400.00</b>
<b>\$3,000.00-\$4,999.99</b>	<b>\$600.00</b>
<b>\$5,000 and over</b>	<b>Contact CAL Store for quote</b>
<b>Expedited Shipping to Canada</b>	<b>Contact CAL Store for quote</b>

## Shipping - International

<b>INTERNATIONAL: FEDEX LOWEST AIR METHOD</b>	
<b>NET PRODUCT WEIGHT</b>	<b>SHIPPING CHARGE VIA FEDEX LOWEST AIR METHOD</b>
0-4 lbs	\$55.00
4.1-7 lbs	\$60.00
7.1-9 lbs	\$65.00
9.1-12 lbs	\$70.00
12.1-15 lbs	\$75.00
15.1- 8 lbs	\$80.00
18.1-23 lbs	\$85.00
23.1-30 lbs	\$90.00
30.1-40 lbs	\$95.00
40.1-45 lbs	\$100.00
45.1-50 lbs	\$105.00
50.1-55 lbs	\$110.00
55.1-60 lbs	\$115.00
60.1-65 lbs	\$120.00
65.1-70 lbs	\$125.00
70.1-80 lbs	\$135.00
80.1-90 lbs	\$145.00
90.1-100 lbs	\$155.00
100.1-125 lbs	\$165.00
125.1- 50 lbs	\$175.00
150+ lbs	Contact CAL Store for quote
Expedited Shipping	Contact CAL Store for quote

### Contact the CAL Store

Email: [calstore@brightkey.net](mailto:calstore@brightkey.net)

Call: 1-855-543-9461 (toll free)

Fax: 1-800-869-2870 (toll free)

CAL Store hours: Monday-Friday 8:30 am – 5:00 pm Eastern Time